

PHA Plans for Harrisburg Housing Authority

5 Year Plan for Fiscal Years 2001- 2004
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: *Harrisburg Housing Authority*

PHA Number: *PA008*

PHA Fiscal Year Beginning: (mm/yyyy) *01/2001*

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001- 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

MISSION STATEMENT OF THE HARRISBURG HOUSING AUTHORITY

The Harrisburg Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the City of Harrisburg and to (1) maintain the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers: *If appropriate when NOFA is published*
- ☒ Reduce public housing vacancies: *Strategies will be developed and implemented to meet special occupancy challenges such as leaseup at Jaxkson / Lick Towers for elderly participants, leasing units that are vacated by participants moving back to Hillside Village, and transitioning residents to W.H. Day Community.*
- ☒ Leverage private or other public funds to create additional housing opportunities: *Measurement: By December 31, 2001 research additional*

partnerships to possibly develop Jackson/Lick Towers utilizing HOPE VI or other resources.

☐

Acquire or build units or developments

☒

Other (list below)

- *The PHA will continue to establish partnership agreements, cooperative agreements with various government, federal, state, private, profit and non-profit entities for the production of affordable housing and the provision of supportive services ongoing.*

PROGRESS:

- *HHA applied for 150 vouchers to support the implementation of designated all elderly housing.*
- *Received elderly designation from HUD for Jackson Towers, Lick Towers and Morrison Towers.*
- *PHDEP programs reduced crime in the communities through additional pro-active patrols and community policy activities.*
- *Over 391 residents were provided over 8,408 hours of service through PHDEP programs including alternative education activities (such as cultural arts, tutoring/mentoring, and entrepreneurial skill training), DOPE Bustars, Smart Moves training, Boy and Girls Club, etc.*

☒

PHA Goal: Improve the quality of assisted housing

Objectives:

☒

Improve public housing management: (PHAS score)

Maintain PHAS score.

☒

Improve voucher management: (SEMAP score)

Maintain passing SEMAP score

☒

Increase customer satisfaction: *On-going*

☒

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- *Train staff concerning SEMAP and Section 8 procedures by December 31, 2001.*
- *Review existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. This will be done on an on-going basis.*

☒

Renovate or modernize public housing units:

- *Implement schedule in the Capital Fund Program.*
- *The PHA will perform routine maintenance to assure that units are within UPCS compliance.*
- *Substantial rehabilitation for 40 units.*

- ☒ Demolish or dispose of obsolete public housing:
 - ***Begin demolition/disposition of 59 units at Howard Day Homes and demolition 30 units at Hillside Village on 8-6-01.***
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below)
 - ***HHA will fill vacancies at Hillside Village after completion of modernization.***

PROGRESS:

- ***HHA maintained high performer status***
- ***The Admissions and Continued Occupancy Policy, the Section 8 Administrative Plan, and other policies were updated relative to new QHWA requirements.***

- ☒ PHA Goal: Increase assisted housing choices

Objectives:

 - ☒ Provide voucher mobility counseling: ***For new participants at briefing, to annual re-certifications and for persons who have submitted the necessary paperwork to transfer units.***
 - ☒ Conduct outreach efforts to potential voucher landlords ***as needed.***
 - ☒ Increase voucher payment standards ***as needed***
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☒ Other: (list below)
 - ***Study voucher homeownership program***

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment

Objectives:

 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements: ***By December 31, 2000.***
 - ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities) ***Accomplished as of 6-01-00.***
 - ☒ Other: (list below)
 - ***Promote resident and resident organization activities in the areas of resident organization, board training, fire safety, child safety, and health: By December 31, 2000.***

- *Provide counseling regarding household budgeting, delinquency, tenant rights, conflict resolution, housekeeping, and regulatory and policy requirements training.*
- *Social service referrals*
- *Home maintenance*
- *Tenant and PHA responsibilities regarding program participation and management, (ongoing)*
- *Provide drug elimination programs and assistance through PHDEP, (ongoing)*

PROGRESS:

- *HHA applied for 150 vouchers to support the implementation of designated all elderly housing.*
- *Received elderly designation from HUD for Jackson Towers, Lick Towers and Morrison Towers.*
- *PHDEP programs reduced crime in the communities through additional pro-active patrols and community policy activities.*
- *Over 391 residents were provided over 8,408 hours of service through PHDEP programs including alternative education activities (such as cultural arts, tutoring/mentoring, and entrepreneurial skill training), DOPE Bustars, Smart Moves training, Boy and Girls Club, etc.*

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability: *(on-going)*
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. *(on-going)*
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: ***On-going***
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: ***On-going***
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: ***On-going***
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

- ☒ **PHA Goal: Ensure compliance with the Quality Housing and Work Responsibility Act of 1998.**
Objectives:
- ☒ Review existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The {HA may contract with professionals for these services. ***By December 31, 2000.***
 - ☒ Ensure that training is provided to staff and commissioners on any new or revised policy, as needed (***on-going***).

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Harrisburg Housing Authority has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Harrisburg Housing Authority during FY 2001 include:

- *Develop interval procedures to keep up with changes in PHAS;*
- *Make the most efficient and effective use of the Public Housing Drug Elimination Program to continue drug intervention, prevention and awareness programs as well as to continue additional security measures;*
- *Preserve and improve the public housing stock through the Capital Funds activities, including modernization and demolition/disposition of several units;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Harrisburg Housing Authority to meet the housing needs of the full range of low-income residents. The Housing Authority, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan including attachments, and a list of supporting documents available for public inspection

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	28
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	33
9. Designation of Housing	34
10. Conversions of Public Housing	35

11. Homeownership	37
12. Community Service Programs	39
13. Crime and Safety	42
14. Pets (Inactive for January 1 PHAs)	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	44
16. Audit	44
17. Asset Management	44
18. Other Information	45

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration **PA008a06**
- ☒ FY 2001 Capital Fund Program Annual Statement **PA008b06, PA008c06, PA008j06**
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart **PA008p06**
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan **PA008k06, PA008l06, PA008m06**
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan **PA008d05**
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
 - *Substantial Deviation and Significant Amendment or Modification* **PA008e06**
 - *Resident Membership on PHA Board or Governing Body* **PA008f06**
 - *Membership of Resident Advisory Board* **PA008g06**
 - *Statement of Section 8 Homeownership Capacity* **PA008h06**
 - *FYB 2000 Progress Statement* **PA008i06**
 - *Resident Survey Follow-up Plan* **PA008j06**
 - *Community Service Policy* **PA008n06**
 - *Pet Policy* **PA008o06**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/1899 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<i>X</i>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<i>X</i>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<i>X</i>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<i>X</i>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<i>X</i>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<i>N/A</i>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<i>N/A</i>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<i>N/A</i>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<i>X</i>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<i>X</i>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<i>N/A</i>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<i>N/A</i>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<i>X</i>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<i>X</i>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<i>N/A</i>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<i>X</i>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<i>X</i>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<i>X</i>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
<i>N/A</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<i>X</i>	Other supporting documents (optional) (list individually; use as many lines as necessary) Resident Survey Follow-up Plan	(specify as needed)

1. Statement of Housing Needs *FYB2000 data*

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	4,543	5	3	4	4	3	4
Income >30% but <=50% of AMI	3,081	4	3	4	4	3	4
Income >50% but <80% of AMI	4,344	3	3	4	4	3	4
Elderly	2,307	2	2	2	2	2	2
Families with Disabilities	3,658	4	4	4	4	4	4
Caucasian	5,809	2	2	2	2	2	2
African American	6,012	3	3	3	3	3	3
Hispanic	645	3	3	3	3	3	3
Native American	5	3	3	3	3	3	3
Asian	142	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset **1994**
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	453		
Extremely low income <=30% AMI	337	74.4%	
Very low income (>30% but <=50% AMI)	106	23.4%	
Low income (>50% but <80% AMI)	1	.2%	
Families with children	239	52.8%	
Elderly families	3	.7%	
Families with Disabilities	91	20.0%	
Caucasian	180	39.7%	
African American	268	59.2%	
Asian	4	.9%	
American Indian	1	.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	91	20.1%	
2 BR	75	516.6%	
3 BR	88	19.4%	
4 BR	5	1.1%	
5 BR	4	.9%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	512		
Extremely low income <=30% AMI	378	73.8%	
Very low income (>30% but <=50% AMI)	134	26.2%	
Low income (>50% but <80% AMI)	0	0	
Families with children	255	49.8%	
Elderly families	7	.1%	
Families with Disabilities	73	14.2%	
Caucasian	136	26.5%	
African-American	232	45.3%	
Asian	15	.02%	
Native American	1	.001%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months): 12 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund (<i>est. on 98.5% of 2000 funds</i>)	6,261,099.00	
b) Public Housing Capital Fund (<i>avg. of 99 CGP and 00 CFP</i>)	4,425,505.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,333,471.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	382,257.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<i>Moderate Rehabilitation Program</i>	49,704.00	<i>Other</i>
2. Prior Year Federal Grants (unobligated funds only) (list below)	7,904,048.00	<i>Public housing capital improvements</i>
<i>CGP (1998-1999)</i> 3,600,000.00		
<i>CFP (2000)</i> 4,304,048.00		
Sub-total	21,356,084.00	
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	2,763,633.00	<i>Public housing operations</i>
4. Other income (list below)	375,624.00	<i>Public housing operations</i>
<i>Excess utilities</i> 33,744.00		
<i>Interest on general funds investments</i> 267,257.00		
<i>Other income: legal fees, maintenance</i> 74,623.00		
<i>Charges to tenants, late fees, NSF check</i>		
<i>Charges, etc.</i>		
4. Non-federal sources (list below)		
Sub-total	3,139,257.00	
Total resources	24,495,341.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) *At time application is submitted*

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☒ Other (describe)
- *Credit Check*
 - *Social Security number check*

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

FY 2001 Annual Plan for the Harrisburg Housing Authority (version 06), Page 14

HUD 50075

OMB Approval No: 2577-0226

Expires: 03/31/2002

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

• ***Jackson Towers, 1315 North 6th Street***

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

The PHA does not operate site-based waiting lists

1. How many site-based waiting lists will the PHA operate in the coming year?

None

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)? ***N/A***
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously? ***N/A***
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? ***N/A***

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: ***N/A***

(4) Admissions Preferences

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☒ Other: (list below)
- ***Protect residents from criminal element***
 - ***Provide unit with accessible features***
 - ***Achieve deconcentration***

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5)Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans’ families
☒ Residents who live and/or work in the jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)

- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - ***Families whose head or spouse have a bona-fide offer for employment.***
 - ***Adult graduates of job training program***

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☒ 1 Residents who live and/or work in the jurisdiction
- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ 1 Other preference(s) (list below)
 - ***Families whose head or spouse have a bona-fide offer for employment.***
 - ***Adult graduates in job training programs***

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☒ Other (list)

• *All changes must be reported to PHA within 30 days of occurrence*

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply) *N/A*

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply) *N/A*

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
- ***Previous landlord name(s) and address' for the past 2 years***
 - ***Tenant name and address***
 - ***Current landlord name and mailing address***
 - ***Other public information available to PHA***

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☒ Other (list below)
- ***Section 8 Office, 1301 North 6th Street, Harrisburg, PA 17102.***

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

A written request must be made and proof of effort is required

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

- ***Graduate of transitional housing programs.***

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☒ 1 Veterans and veterans' families
- ☒ 1 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ 1 Other preference(s) (list below)

- *Graduate of transitional housing programs*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: *N/A*

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

- ***Rent choice – resident may choose flat rent, ceiling rent, or 30% income-based rent***
- ***Income exclusion***

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

- e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☒ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☒ Other (list below)
 - *All changes in income and family composition must be reported within 10 days of occurrence. At that time, the PHAS will determine if there will be an adjustment in rent*

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) *N/A*

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. (*PA008p05*)
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	<i>1417</i>	<i>350</i>
Section 8 Vouchers	<i>457</i>	<i>144</i>
Section 8 Certificates (<i>Project-Based</i>)	<i>30</i>	<i>8</i>
Section 8 Mod Rehab (<i>SRO</i>)	<i>17</i>	<i>13</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	<i>1740</i>	<i>350</i>
Other Federal Programs(list individually)		

Note: 150 new vouchers issued in support of HHA Designated Housing Program – will begin in early 2001.

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- *Work Order System*
- *Pest Eradication Policy*
- *Maintenance Plan*
- *Uniform Inspection System*
- *Admissions and Occupancy Policy*
- *Fair Housing Policy*
- *Grievance Procedures*
- *Tenant Selection and Assignment Policy*
- *Community Service Plan*
- *Handicapped Policy*
- *Termination and Eviction*
- *Transfer and Transfer Waiting List*
- *Resident Initiatives*
- *Section 3 Plan*
- *Pet Policy for Families*
- *Pet Policy for Elderly*

(2) Section 8 Management: (list below)

- *Section 8 Administrative Plan*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *N/A*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below: *N/A*

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **PA008b06, PA008c06, PA008j06**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **PA008k06, PA008l06, PA008m06**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: *N/A*
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Jackson Towers
Lick Towers

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: <i>Hillside Manor</i>
1b. Development (project) number: <i>PA26P008004</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(31/01/01)</i>
5. Number of units affected: <i>30</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>August 6, 2001</i> b. Projected end date of activity: <i>September 7, 2001</i>

Demolition/Disposition Activity Description
1a. Development name: <i>Howard Day Homes</i>
1b. Development (project) number: <i>PA26P008001</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(31/01/01)</i>
5. Number of units affected: <i>59</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>August 6, 2001</i> b. Projected end date of activity: <i>September 7, 2001</i>

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below

Designation of Public Housing Activity Description
1a. Development name: <i>Jackson and Lick Towers; Morrison Towers</i>
1b. Development (project) number: <i>PA 8-6; PA 8-7</i>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u><i>01/06/00</i></u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>90-150</i>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description – N/A

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application
(date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description – *N/A*

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.). *See attachment PA008h06*

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☒ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

The PHA will utilize required criteria pursuant to the Section 8 Homeownership program final rule, published September 12, 2000.

The PHA Plan and the Section 8 Administrative Plan will be amended if additional criteria are established.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? ***Agency has begun meetings to execute a cooperative agreement with the local assistance agencies.***

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and selfsufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation

- ☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>ED/SS</i>				
<i>Families</i>	<i>PHA Wide</i>	<i>All family developments</i>	<i>On-site at family center or development</i>	<i>PHA</i>
<i>Supportive Services</i>	<i>All</i>	<i>Elderly/disabled buildings</i>	<i>Options office</i>	<i>Public housing</i>
<i>(1) Elderly</i>	<i>475</i>			
<i>(2) Disabled</i>	<i>100</i>			

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>N/A</i>	<i>N/A</i>
Section 8	<i>34</i>	<i>16</i>

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

See attachment – PA008n06

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

throughout PHA

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors

- ☐ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

2. Which developments are most affected? (list below)

throughout PHA

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)

2. Which developments are most affected? (list below)

throughout PHA

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: **PA008d06**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

see attachment – PA008o06

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? *N/A*

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☒ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☒ Provided below: ***Residents were in support of plan.***
3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply) *N/A*
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)
- b. Eligible candidates: (select one) *N/A*
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply) *N/A*

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) *City of Harrisburg, PA.*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *Application for Designated Housing for:*
 - *Elderly*
 - *Section 8 Homeownership Program*
 - *Modernization of housing stock*
 - *Creating partnerships to leverage funds*
 - *Provide and attract support services*
 - *Provide Fair Housing Counselor*

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - *The community supports elderly housing.*
 - *The Consolidated Plan supports private/non partnerships.*

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

(see attachment PA008b03)

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	See attachment PA008b03		

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
	See attachment PA008b03	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
See attachment PA008c03			
Total estimated cost over next 5 years			

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management						
Development Classification	Activity Description					
	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>

**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HARRISBURG HOUSING AUTHORITY
HARRISBURG, PENNSYLVANIA**

DECONCENTRATION AND INCOME TARGETING POLICY
(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the "extremely low" income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Harrisburg Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA's policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

© 1999 The Nelrod Company, Ft. Worth, TX

Implementation may include the following efforts:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared towards targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents; (mandatory)
- Flat rents for selected developments;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

Deconcentration/Income Targeting

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- ▶ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ▶ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ▶ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ▶ For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- ▶ The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)

K:\PhaPlanFiles\DownloadedPlans\philadelphia\ASQPA008a06.wpd

Annual Statement / Performance and Evaluation Report
Capital Funds Program (CFP)

Part I: Summary

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

HA Name Harrisburg Housing Authority	Comprehensive Grant Number	FFY of Grant Approval 2001
--	----------------------------	--------------------------------------

[XX] Original Annual Statement [] Reserve for Disasters/Emergencies [] Revised Annual Statement/Revision Number _____ [] Performance and Evaluation Report for Program Year Ending _____
 [] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost 2	
		Original	Revised 1	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 10% of line 19)	885,101.00			
3	1408 Management Improvements	302,979.00			
4	1410 Administration	276,770.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	207,043.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	761,221.00			
10	1460 Dwelling Structures	1,829,929.00			
11	1465.1 Dwelling Equipment - Nonexpendable	162,462.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (Sum of lines 2-18)	4,425,505.00			
20	Amount of line 19 Related to LBP Activities	150,000.00			
21	Amount of line 19 Related to Section 504 Compliance	80,866.00			
22	Amount of line 19 Related to Security	0.00			
23	Amount of line 19 Related to Energy Conversation Measure	0.00			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X **6-Oct-00** **X**

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

#REF!
#REF!

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA 08-001 Howard Day Homes	'Asphalt pavement	1450	1 site	761221				
	Playground Equipment							
	Landscaping							
	Fencing							
	Sidewalks repair/replacement							
	Site equipment							
	Interior Renovations	1460	153 ea	1662433				
	New bathroom W/showers							
	New kitchens							
	New flooring							
	Patch plaster and paint							
	Interior doors and hardware							
	Exterior doors and hardware							
	Screen doors and hardware							
	Windows and Screens							
	Exterior lighting							
	LBP and asbestos floor tile	1460	153 ea	167496				
	Subtotal			1829929				
	Ranges & Refrigerators	1465	448	162462				
	Subtotal			2586116				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X 6-Oct-00 **X**

Annual Statement / Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

#REF!
#REF!

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Management Improvement	u3 Board of commissioners trig	1408		5418				
	u4 Policy Development & Upda	1408		3793				
	u5 Hud accounting requiremen	1408		3793				
	u9 Computer system requirem	1408		7043				
	v2 Update software	1408		10836				
	w1 Housekeeping training	1408		2167				
	w2 Resident Security	1408		2709				
	w3 Self-sufficiency	1408		4876				
	w4 Resident Council Leadersh	1408		2709				
	w5 Drug & alcohol prevention	1408		3793				
	w6 Maintenance technical trair	1408		5960				
	x4 Contract Security patrols	1408		87341				
	Salaries	1408		162541				
	Resident Initiatives Coordinator							
	Self Sufficiency Coordinator							
	Economic Devmt. Coordinator							
	Drug Elimination Coordinator							
	Subtotal			302979				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X 6-Oct-00 **X**

Annual Statement / Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

#REF!
#REF!

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Other	A/E services	1430		160690				
	Inspection costs	1430		34433				
	Printing costs	1430		3251				
	Consultant fee for Annual Statement	1430		8669				
	Subtotal			207043				
Administration	Administrative Salaries	1410						
	CGP Supervisor	1410		59772				
	Clerk-typist	1410		24318				
	Accountant Clerk	1410		21527				
	Prorated Salaries	1410		116511				
	Benefits	1410		36590				
	Sundry	1410		18052				
	Subtotal			276770				
	Operations	1406		885101				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X 6-Oct-00 **X**

Public Housing Drug Elimination Program Plan

Attachment PA008d04

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 398,390

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Harrisburg Housing Authority's year 2001 PHDEP provides a mix of programs and services designed to offer positive alternatives to drugs and crime that will be targeted to those communities determined to be most at-risk after consultation with residents and local law enforcement. The mix of programs includes community policing, after-school tutoring, computer classes, youth sports and a variety of activities sponsored by the Boys and Girls Club.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
PA8-1, Wm Howard Day Homes	224	443
PA8-2, George A. Hoverter Homes	233	565
PA8-3, Hall Manor	540	1638
PA8-4, Hillside Village	70	38
PA8-5, M.W. Smith Homes	80	147

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** X _____ **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1997	X	Closed Out	0.00		
FY 1998	X – 451,100	PA 26DEP0080198	119,394.00		12/31/2000
FY 1999	X – 382,257	PA 26DEP0080199	145,787.00		3/31/2000
FY 2000	X – 398,390	PA 26DEP0080100	398,390.00		9/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The overall goals of our PHDEP is to create stable, drug/crime free communities by involving children and adults in the targeted communities in activities that contribute to their sense of community, prepare them to be good citizens, and support their efforts to achieve economic independence. Those general goals will be accomplished with a combination of heightened security, and targeted support programs

The Harrisburg Police Department will provide community police patrols and our service partners (Boys and Girls Club, Community Action, Metro Arts, Girls Inc., Gaudenzia and the youth sports providers) will provide the programming. HHA will assign a PHDEP Coordinator to monitor the activities of all our partners. Performance standards will be established for each component of our program and they will serve as the basis for evaluating the progress of our strategy and the performance of our partners.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	120,000.00
9120 - Security Personnel	0.00
9130 - Employment of Investigators	0.00
9140 - Voluntary Tenant Patrol	0.00
9150 - Physical Improvements	0.00
9160 - Drug Prevention	209,400.00
9170 - Drug Intervention	42,000.00
9180 - Drug Treatment	0.00
9190 - Other Program Costs	26,990.00
TOTAL PHDEP FUNDING	398,390.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$120,000.00		
Goal(s)	Eliminate drugs and crime in public housing						
Objectives	Reduce the number of police calls by 5% and reduce the incidence of major crimes in public housing						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Community patrols			1/01	12/01	120,000	89,000	Patrol hours, number and type of calls for service compared to baseline, Part I and II Crimes
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$209,400.00		
Goal(s)	Provide positive alternatives for children and adults						
Objectives	Provide a variety of prevention programs in the targeted community						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Boys and Girls Club Family Support program	50	Adults and youths 6-15	01/01	12/01	21,800		Number attending and completing Family Support Program
2.Boys and Girls Club Safe Havens	300	Youth 6-15	01/01	12/01	102,800		Number attending a variety of educational recreational and social programs
3.Metro Arts Program Cultural Arts/music/poetry and theatre	50	Youth 10-15	01/01	12/01	20,000	5,000	Number of youth participating and number of cultural projects completed
4.Community Action Welfare to Work	50	Adults 18 yers+	01/01	12/01	40,000	5,000	Number of participants, number completing GED, number transitioned from TANF
5. Youth Sports	50	Youth 6-15	01/01	12/01	24,800	5,000	Number of participants, number completing sports programs

9170 - Drug Intervention					Total PHDEP Funding: \$42,000.00		
Goal(s)	Provide early intervention for at risk families involved with drugs						
Objectives	Continue a positive force for community change						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Gaudenzia Intervention and Treatment Program	30	Adult and youth	1/01	12/01	42,000	5,000	Number of participants completing counseling and education program
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$26,990.00		
Goal(s)	Provide stable, crime free housing for low income families						
Objectives	Ensure effective management of available grant resources and ensure those resources are deployed in the most efficient manner year to year						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Grant Administration			01/01	12/01	26,990		Completion of annual survey and semi-annual performance reports, results of resident survey when compared to baseline data
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	30,000.00	30,000.00	60,000.00	120,000.00
9120				
9130				
9140				
9150				
9160	52,350.00	52,350.00	104,700.00	209,400.00
9170	10,500.00	10,500.00	21,000.00	42,000.00
9180				
9190	6,747.50	6,747.50	13,495.00	26,990.00
TOTAL	99,597.50	\$99,597.50	199,195.00	\$398,390.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Harrisburg Housing Authority
Attachment PA008e04

A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

Harrisburg Housing Authority

Resident Member on the PHA Governing Board Attachment PA008f04

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: ***Constance Burton***

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): ***11-23-99 to 2-1-01***

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? ***N/A***

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member: ***02/2001***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Stephen R. Reed – Mayor of City of Harrisburg***

Required Attachment PA008g04: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

President: Constance Buxton
1301 North 6th Street
Apartment #906L
Harrisburg, Pennsylvania 17102
Phone: 717-236-0820

Vice President: Evelyn Caraballo
1838 Holly Street
Harrisburg, Pennsylvania 17104
Phone: 717-232-6781 Ext. 13

Secretary: Harriet Turner
351 Chestnut
Apartment #1009
Harrisburg, Pennsylvania 17111
Phone: 717-238-3977

Treasurer: Madeline David
1920 Holly Street
Harrisburg, Pennsylvania 17104
Phone: 717-234-5593
Work: 717-238-6724

Consultant: Alfred Wadley
977 Galion Street
Harrisburg, Pennsylvania 17111
Phone: 717-564-9512

James Jackson
1301 North 6th Street
Apartment #502L
Harrisburg, Pennsylvania 17102
Phone: 717-233-5540

Isaac Williams
351 Chestnut
Apartment #905
Harrisburg, Pennsylvania
Phone: 717-232-4882

Alberta Ruffin
351 Chestnut
Apartment #1110
Harrisburg, Pennsylvania 17101
Phone: 717-236-1064

Robert Morrison
1315 North 6th Street
Apartment #415
Harrisburg, Pennsylvania 17102
Phone: 717-232-6791

Danny Williams
19-H Hall Manor
Harrisburg, Pennsylvania 17104
Phone: 717-238-3323

Janice Murray
1315 North 6th Street #1009
Harrisburg, Pennsylvania 17102
Phone: 717-233-5202

James Mitchell
1301 North 6th Street #109
Harrisburg, Pennsylvania 17102
Phone: 717-236-1928

Lydia Myrick
1301 North 6th Street #812
Harrisburg, Pennsylvania 17102
Phone: 717-236-5787

Corenna Shipman
14-D Hall Manor
Harrisburg, Pennsylvania 17104
Phone: 717-238-2223

Clay Addison
1283P Oyler Road
Harrisburg, Pennsylvania 17103
717-236-7759

Janelle Evans
1144F Cloverly Road
Harrisburg, Pennsylvania 17103
Phone: None

Harrisburg Housing Authority

Section 8 Homeownership Program Capacity Statement Attachment PA008h04

HHA demonstrates its capacity to administer the Section 8 Homeownership program and has adopted the following policies:

1. A minimum down payment of 3% is required. At least 1% must come from the family's resources;
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Harrisburg Housing Authority
PHA Plan Update for FYB 2001

Statement of Progress
Attachment **PA008i04**

The Harrisburg Housing Authority has been successful in achieving its mission and goals in the year 2000. Goals are either completed or on target for completion by the end of the year.

Concerning modernization approximately \$4,625,000.00 was either spent or obligated. Substantial rehabilitation was completed for 40 units at Hillside Village. Modernization efforts also provided employment for residents through the Section 3 program.

Concerning self-sufficiency and crime and safety, the Public Housing Drug Elimination Program (PHDEP) efforts reduced crime in the communities through additional proactive police patrols and community policing activities.

PHDEP programs also provided over 391 residents with over 8,408 hours of service through the alternative education activities (such as cultural arts, tutoring/monitoring, and entrepreneurial skill training), Dope Bustars, Smart Moves Training, Boys and Girls Club, etc.

Concerning improving the quality of life, HHA received elderly only designation for Jackson Towers, Lick Towers, and Morrison Towers. An application for 150 Housing Choice Voucher Program vouchers to assist residents who vacate these communities was submitted to HUD.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan.

Concerning ensuring equal opportunity outreach efforts have been made via speaking engagements, written materials, special mailings, research to establish a website, and making renewed partnerships with community groups and medical facilities.

In addition research began concerning implementation of the Section 8 Homeownership Program. Finally, talks have begun for the City of Harrisburg to establish neighborhood enterprise zones to enable efforts to leverage funds to improve housing options in the City of Harrisburg.

RESIDENT SURVEY FOLLOW UP PLAN

Attachment: PA008j04

This plan addresses the sections, Safety and Neighborhood Appearance, which were the Authority's two lowest scores.

Safety

The Resident Council and Community Association in all developments were consulted on how to improve the positive responses to the low scores.

After careful analysis of the items in the survey questions regarding safety, the Authority proposed the following:

The overall goal is and has been through our PHDEP is to have crime and drug-free communities by involving children and adults in the targeted communities contribute to their sense of community and prepare them to be good citizens.

Those general goals will be accomplished with a combination of heightened security and targeted support programs.

The Harrisburg Police Department will provide community police patrols and our partner service providers will provide alternative support programs in the area of crime prevention. Performance standards will be established to serve as a basis for evaluating the progress of our strategy.

Neighborhood Appearance

Although the Authority does not agree with the low score, the Maintenance Department at each development has put an increased effort toward the exterior environmental conditions by providing daily resident worker grounds crew in addition to a volunteer youth initiative under the auspices of the PHDEP to assist residents who are physically unable to maintain walkways and yards.

Our community policing component has stepped up an already satisfactory performance in removing illegally abandoned cars.

Annual Statement / Performance and Evaluation Report
Part III: Implementation Schedule
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

#REF!

#REF!

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 008-001							
Howard Day Home	30-Sep-03			31-Dec-04			
Mgmt Improvement	30-Sep-03			31-Dec-04			
Administration	30-Sep-03			31-Dec-04			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

6-Oct-00 X

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Page 5 of 5

form HUD-52837 (10/96)

2 To be completed for the Performance and Evaluation Report.

ref Handbook 7485.3

Five-Year Action Plan
Part I: Summary
Capital Funds Program (CFP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

FFY 2001

HA Name: Harrisburg Housing Authority		Locality: (City/County & State) Harrisburg, PA		[X] Original [] Revision No. _____	
A. Development Number/Name	Work Statement for Year 1 FFY: 2001	Work Statement for Year 2 FFY: 2002	Work Statement for Year 3 FFY: 2003	Work Statement for Year 4 FFY: 2004	Work Statement for Year 5 FFY: 2005
Howard Day Homes, PA 8-1	See Annual Statement	0.00	275,000.00	0.00	0.00
Hoverter Homes, PA 8-2		0.00	0.00	325,000.00	0.00
Hall Manor, PA 8-3		0.00	0.00	750,000.00	0.00
Hillside Village, PA 8-4		1,477,904.00	0.00	0.00	0.00
Smith Homes, PA 8-5		0.00	0.00	0.00	0.00
Jackson/Lick Towers, PA 8-6		913,346.00	1,390,200.00	0.00	2,855,472.00
Morrison Towers, PA 8-7		430,917.00	501,118.00	1,780,472.00	0.00
Scattered Sites, PA 8-11, 8-12		0.00	705,609.00	0.00	0.00
B. Physical Improvements Subtotal		2,822,167.00	2,871,927.00	2,855,472.00	2,855,472.00
C. Management Improvements		326,609.00	276,849.00	293,304.00	293,304.00
D. HA-Wide Nondwelling Structures and Equipment					
E. Administration		273,096.00	273,096.00	273,096.00	273,096.00
F. Other		561,083.00	561,083.00	561,083.00	561,083.00
G. Operations		442,550.00	442,550.00	442,550.00	442,550.00
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CFP Funds		\$4,425,505.00	\$4,425,505.00	\$4,425,505.00	\$4,425,505.00
L. Total Non-CFP Funds					
M. Grand Total		\$4,425,505.00	\$4,425,505.00	\$4,425,505.00	\$4,425,505.00

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

08-Jul-99

Page _1_ of _1_

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

FFY 2001

[illegible]

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

FFY 2001

[illegible]

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capital Funds Program (CFP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

FFY 2001

Work Statement for Year 1 FFY: __2001__	Work Statement for Year ____3____ FFY:____2003____			Work Statement for Year ____4____ FFY:____2004____			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	PA 08-P001 HOWARD DAY HOMES Restoration of one detached unit into a multifunctional Building for social services, and headstart	1 ea	275,000.00	PA 08-P007 MORRISON TOWERS Asphalt Parking Lot	4500 sf	15,080.00	
				Grass Seed	31683 sf	1,567.00	
				Plant and Shrubs	50 ea	1,830.00	
	PA 08-P011/12 SCATTERED SITES Bathroom Renovation	60 Units	127,300.00	Sight Lights	4ea	8,000.00	
	Lavatory			Trim, remove and Replace Trees	4ea	17,509.00	
	Toilet			Top Soil	31683 sf	8,237.00	
	Bathtub and Showers and Enclosures			Bathroom Renovation	126 ea	271,278.00	
	Medicine Cabinets			Lavatory			
	Towel Bar			Toilet			
	Toilet Paper Holder			Bathtub and Showers and Enclosures			
	Kitchen Renovation	60 Units	189,066.00	Medicine Cabinets			
	Cabinets and Countertops			Towel Bar			
	Kitchen Sink-w/Faucets			Toilet Paper Holder			
	Kitchen Wall Cabinets			Kitchen Renovation	126 ea	486,925.00	
	Range Hoods			Cabinets and Countertops			
	Refinish Hard Wood Floors	60 Units	276,602.00	Kitchen Sink-w/Faucets			
	Replace Base Board	60 Units	112,641.00	Kitchen Wall Cabinets			
				Range Hoods			
				VCT Floors	66816 sf	172,386.00	
	PA 08-P007 MORRISON TOWERS CCTV Surveillance System	1 ea	266,000.00	Vinyl Base	17436 lf	17,436.00	
	Access Control System	1 ea	235,118.00	Renovate Community Restrooms	4 ea	26,535.00	
				Intercom System/Nurse call System	1ea	205,000.00	
				Renovate Community Room, Kitchen and Halls	1 ea	400,611.00	
				Sidewalk/patio/Handrails	1 ea	148,078.00	
Subtotal of Estimated Cost			\$1,481,727.00	Subtotal of Estimated Cost			\$1,780,472.00

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

FFY 2001

Work Statement for Year 1 FFY: __2001__	Work Statement for Year __4__			Work Statement for Year __5__		
	FFY: __2004__			FFY: __2005__		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PA 08-P002 Hoverter Homes			PA 08-P006 Jackson & Lick		
	Renovation and expansion of maintenance, office and			Bathroom Lavatory	240 ea	78,379.00
	Community spaces, including headstart	1 ea	325,000.00	Bathroom Toilet	240 ea	64,920.00
				Bathtub	240 ea	203,803.00
				Electrical Upgrade	240 ea	353,636.00
	PA 08-P0003 JOHN A.F. HALL MANOR HOMES			Entry Door-Front	240 ea	161,232.00
	Renovation and expansion of maintenance, office and			Kitchen Cabinet/Countertop	1872 ea	189,669.00
	'Community spaces, including daycare	1 ea	375,000.00	Kitchen Sink-w/Faucets	240 ea	118,724.00
	Expansion of Social Service center	1 ea	375,000.00	Kitchen Wall Cabinets	1872 ea	305,846.00
				Medicine Cabinet	240 ea	36,000.00
				Range Hood	240 ea	46,836.00
				Shower Head	240 ea	15,055.00
				Smoke Detector	240 ea	93,568.00
				Towel Bar	240 ea	9,547.00
				Toilet Paper Holder	240 ea	5,136.00
				VCT Floor	228292 sf	430,993.00
				Vinyl Base	32160 lf	52,160.00
				Replace Vinyl Tile in Hallways	43056 sf	93,684.00
				Wood Doors-Interior	240 ea	75,840.00
				Refrigerator	384 ea	192,938.00
				Sidewalk Repair	20835 sy	77,506.00
				Boiler Modernization	1 ea	250,000.00
	Subtotal of Estimated Cost		\$1,075,000.00	Subtotal of Estimated Cost		\$2,855,472.00

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capital Funds Program (CFP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

FFY 2001

Work Statement for Year 1 FFY: <u>2001</u>	Work Statement for Year <u>2</u>			Work Statement for Year <u>3</u>		
	FFY: <u>2002</u>			FFY: <u>2003</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Other (Line F)			Other (line F)		
	A/E Services		160,690.00	A/E Services		160,690.00
	Inspection Cost		34,433.00	Inspection Cost		34,433.00
	Printing Cost		3,251.00	Printing Cost		3,251.00
	Consultant Fee Annual Statement		8,669.00	Consultant Fee Annual Statement		8,669.00
	Contingency (May not exceed 8% of Total Grant)		354,040.00	Contingency (May not exceed 8% of Total Grant)		354,040.00
	Other Total		561,083.00	Other Total		561,083.00
	Administration			Administration		
	CFP Supervisor		56,098.00	CFP Supervisor		56,098.00
	Clerk - Typist		24,318.00	Clerk - Typist		24,318.00
	Accounting Assistant		21,527.00	Accounting Assistant		21,527.00
	Benefits		36,590.00	Benefits		36,590.00
	Contract Employee's & Prorated Salaries		116,511.00	Contract Employee's & Prorated Salaries		116,511.00
	Sundry		18,052.00	Sundry		18,052.00
	Subtotal		Total 273,096	Subtotal		Total 273,096
	Operations		424,492.00	Operations		424,492.00
	Subtotal of Estimated Cost		\$1,819,754.00	Subtotal of Estimated Cost		\$1,819,754.00

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capital Funds Program (CFP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: __2001__	Work Statement for Year __4__			Work Statement for Year __5__		
	FFY: __2004__			FFY: __2005__		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Other (Line F)			Other (Line F)		
	A/E Services		160,690.00	A/E Services		160,690.00
	Inspection Cost		34,433.00	Inspection Cost		34,433.00
	Printing Cost		3,251.00	Printing Cost		3,251.00
	Consultant Fee Annual Statement		8,669.00	Consultant Fee Annual Statement		8,669.00
	Contingency (May not exceed 8% of Total Grant)		354,040.00	Contingency (May not exceed 8% of Total Grant)		354,040.00
			561,083.00	Other Total		561,083.00
	Administration			Administration		
	CFP Supervisor		56,098.00	CFP Supervisor		56,098.00
	Clerk - Typist		24,318.00	Clerk - Typist		24,318.00
	Accounting Assistant		21,527.00	Accounting Assistant		21,527.00
	Benefits		36,590.00	Benefits		36,590.00
	Contract Employee's & Prorated Salaries		116,511.00	Contract Employee's & Prorated Salaries		116,511.00
	Sundry		18,052.00	Sundry		18,052.00
	Subtotal		Total 273,096	Subtotal		Total 273,096
	Operations		424,492.00	Operations		424,492.00
	Subtotal of Estimated Cost		\$1,819,754.00	Subtotal of Estimated Cost		\$1,819,754.00

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Funds Program (CFP)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

FFY 2001

Work Statement for Year 1 FFY: __2001__	Work Statement for Year __2__ FFY: __02__			Work Statement for Year __3__ FFY: __03__		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	a.General Technical Assistance/PHAS Improvement		8,669.00	a.General Technical Assistance/PHAS Improvement		8,669
	u3.Board of Commissioners		5,418.00	d.Develop and update job descriptions		2,709.00
	u9.Computer systems requirements		7,043.00	u1.New PHAS requirements		4,334.00
	v1.PHAS tracking		21,672.00	u3.Board of Commissioners Training		5,418.00
	v2.Update Software		10,836.00	u4.Admissions and occupancy		3,793.00
	w1.Housekeeping		2,167.00	u5.HUD accounting requirements		3,793.00
	w2.Resident Security		2,709.00	u9.Computer systems requirements		7,043.00
	w3.Self-Sufficiency		4,876.00	w1.House keeping		2,167.00
	w5.Drug & alcohol prevention		3,793.00	w2.Resident Security		2,709.00
	w6.Maintenance Technical Training		5,960.00	w3.Self-Sufficiency		4,876.00
	x1.Resident Initiatives Coordinator		30,467.00	w4.Resident Council Leadership		2,709.00
	x2.Benefits		10,664.00	w5.Drug & alcohol prevention		3,793.00
	x3.Management Improvement Contract Employees		162,541.00	#NAME?		5,960.00
	x4.Contract Security Patrols		49,794.00	x3.Management Improvement Contract Employees		162,541.00
				x4.Contract Security Patrols		56,335.00
Subtotal of Estimated Cost			\$326,609.00	Subtotal of Estimated Cost \$276,849.00		

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Capital Funds Program (CFP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

FFY 2001

Work Statement for Year 1 FFY: __2001__	Work Statement for Year __4__ FFY: __04__			Work Statement for Year __5__ FFY: __05__		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	a.General Technical Assistance/PHAS Improvement		8,669	a.General Technical Assistance/PHAS Improvement		8,669
	b.Update Policies and Procedures		15,171.00	b.Update Policies and Procedures		15,171.00
	u1.New PHAS requirements		4,334.00	u1.New PHAS requirements		4,334.00
	u3.Board of Commissioners Training		5,418.00	u3.Board of Commissioners Training		5,418.00
	w1.House keeping		2,167.00	w1.House keeping		2,167.00
	w2.Resident Security		2,709.00	w2.Resident Security		2,709.00
	w3.Self-Sufficiency		4,876.00	w3.Self-Sufficiency		4,876.00
	w4.Resident Council Leadership		2,709.00	w4.Resident Council Leadership		2,709.00
	w5.Drug & alcohol prevention		3,793.00	w5.Drug & alcohol prevention		3,793.00
	w6.Maintenance Technical Training		5,960.00	w6.Maintenance Technical Training		5,960.00
	x3.Management Improvement Contract Employees		162,541.00	x3.Management Improvement Contract Employees		162,541.00
	x4.Contract Security Patrols		74,957.00	x4.Contract Security Patrols		74,957.00
	Subtotal of Estimated Cost		\$293,304.00	Subtotal of Estimated Cost		\$293,304.00

**COMMUNITY SERVICE POLICY
FOR THE
HARRISBURG HOUSING AUTHORITY
HARRISBURG, PA**

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Harrisburg Housing Authority (PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Harrisburg Housing Authority establishes the following Policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- improving the physical environment of the resident's developments;
- selected office related services in the development or Administrative Office;
- volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- neighborhood group special projects;
- self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- tutoring elementary or high school age residents; and
- serving in on-site computer training centers.

Voluntary political activities are prohibited.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

C. Self Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. ***It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month.*** Such activities can include, but are not limited to:

- apprenticeships and job readiness training;
- substance abuse and mental health counseling and treatment;
- English proficiency, GED, adult education, junior college or other formal education;
- household budgeting and credit counseling;
- small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- adults who are 62 years of age or older;
- persons engaged in work activities as defined under Social Security (full time or part time employment);

- participants in a welfare to work program;
- persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination *on or after the Fiscal Year beginning January 1, 2001*, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- going from unemployment to employment;
- entering a job training program;
- entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- birth certificates to verify age 62 or older; or
- if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

F. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

G. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after October 1, 1999, and for all new residents effective October 1, 1999. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

H. Noncompliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult ***and the head of household (as applicable)*** to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

**PET OWNERSHIP
(FAMILY)
FOR
THE HARRISBURG HOUSING AUTHORITY
HARRISBURG, PENNSYLVANIA**

PET OWNERSHIP

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. ***A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.***

The Harrisburg Housing Authority (herein referred to as PHA) ***will*** notify eligible new ***and current residents*** of their right ***to own pets subject to the PHA’s rules*** and will provide them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will ***develop appropriate pet ownership rules, include those rules in their Agency Plan and*** notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. A non-refundable nominal pet fee ***will be charged*** and is intended to cover the reasonable operating costs to the development ***directly attributable to a pet or pets in the unit (i.e., fumigation of a unit)***. A refundable pet deposit ***will be assessed*** and is intended to cover additional costs not otherwise covered ***which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.)***;
- C. animals that are used to assist the disabled are excluded from the size, weight, type ***and non-refundable fee*** requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. ***in accordance with State or local law*** are observed;
- D. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,

- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. *This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.***

HARRISBURG HOUSING AUTHORITY

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or *lizards* in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird *of prey*, *dangerous* fish, *snakes*, *spiders or other insects, or any farm animals*.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed ~~fifteen~~ *15 inches* . Such limitations do not apply to a *service animal* used to assist a disabled resident.
4. Pet owners shall license their pets (*if required by state or local law*) yearly with the City of Harrisburg, Pennsylvania or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The pet owner must also carry renter's liability or other form of liability insurance which covers household pets. *Such insurance shall be in force at all times, with proof of same provided at each re-certification or at such other times as the PHA may request.*
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them ~~to~~ a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

9. No pet owner shall keep a vicious or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a **plastic tie** sack in a designated **trash** container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animal's droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a **plastic tie** sack in a designated **trash** container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
16. Each pet owner shall pay a non-refundable pet fee of \$_____ and a refundable pet deposit of \$_____. A refundable deposit of \$_____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/ deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be

used, if appropriate, to correct damages directly attributable to the presence of the pet.

The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion, plus any accrued interest, to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

17. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
19. Should any pet housed in the PHA facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
20. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
21. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
22. ***Pet Violation Procedures: Resident agrees to comply with the following:***
 - a. ***Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:***
 - (1) ***Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.***
 - (2) ***State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.***
 - (3) ***State that the pet owner is entitled to be accompanied by another***

person of his or her choice at the meeting.

- (4) *State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.*
- b. *Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.*
- c. *Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:*
 - (1) *Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.*
 - (2) *State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).*
 - (3) *State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.*
- d. *The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.*

I have read and understand the above pet ownership rules and agreed to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid _____ Date _____

Non-refundable Damage Fee _____
Amount Paid _____ Date _____

K:\PhaPlanFiles\DownloadedPlans\philadelphia\ASQPA008o06.wpd

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Harrisburg Housing Authority

Organizational Chart

The Harrisburg Housing Authority consists of 108 personnel. Staff members report directly to their department head. The department head reports directly to Executive Director. The Executive Director reports to the Board of Commissioners.